CHICAGO STYLE CITATION HANDBOOK 2015 - 2016
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td>Format for Papers</td>
<td>2</td>
</tr>
<tr>
<td>Footnotes, Endnotes, Bibliography</td>
<td>3</td>
</tr>
<tr>
<td>In-Text Citation</td>
<td>3</td>
</tr>
<tr>
<td>Sample Title Page for Class Paper</td>
<td>4</td>
</tr>
<tr>
<td>Books</td>
<td>5-6</td>
</tr>
<tr>
<td>Electronic Books</td>
<td>7</td>
</tr>
<tr>
<td>Journal Article</td>
<td>8</td>
</tr>
<tr>
<td>Magazine Article</td>
<td>8</td>
</tr>
<tr>
<td>Newspaper Article</td>
<td>9</td>
</tr>
<tr>
<td>World Wide Web</td>
<td>10</td>
</tr>
<tr>
<td>Visual Sources</td>
<td>10</td>
</tr>
<tr>
<td>Sound Recordings</td>
<td>11</td>
</tr>
<tr>
<td>Unpublished Interviews and Personal Communications</td>
<td>11</td>
</tr>
<tr>
<td>Online Videos (YouTube, etc.)</td>
<td>12</td>
</tr>
<tr>
<td>Twitter</td>
<td>12</td>
</tr>
<tr>
<td>Sample of an Endnotes Page</td>
<td>13</td>
</tr>
<tr>
<td>Sample a Bibliography Page</td>
<td>14</td>
</tr>
</tbody>
</table>
INTRODUCTION
Chicago Manual of Style in Brief
Notes – Bibliography Format

All sources utilized when writing your research paper must be documented. These items can include direct sources and paraphrases, as well as information and ideas you encounter while doing your research if they lend support to your paper.

No matter where you find the information you must give the author credit for using his or her words and ideas.

The Chicago Manual of Style is mainly used to cite sources in the field of humanities (Art, History, Music, Philosophy, etc.). There are different documentation styles available, so check with your professor to see which style is preferred.

This guide uses the note (footnote or endnote) plus bibliography style.

Information in this Handbook has been adapted from the sources below. If you need additional information for your citations, please refer to them. They are available at the QCC Library reference desk, second floor of the Library.


Chicago Format for Papers

Be sure to follow these guidelines in formatting the paper:

- The paper should be typed double-spaced on standard-sized paper (8 ½ x 11 inches) with one inch margins on all sides. Block quotations, notes (endnotes or footnotes), and the bibliography should be single spaced and then double space between each entry.

- Use an easily readable typeface such as Times New Roman or Palatino with a 12-point font size.

- Do not number the title page; begin numbering on the first page of the written text.

- When indenting paragraphs keep the spacing consistent.

- The titles of books, and the name of all magazines, journals, and newspapers should be italicized in the Notes and Bibliography.
Footnotes or Endnotes (N) and Bibliography (B)

There are two main parts to citing sources using the Chicago style of citation:

1. You must cite your source in the body of your work. This is called an In-Text Citation. It comprises of either a footnote (N), placed at the bottom of the page, or an endnote (N) which is a separate page at the end of the paper.

2. You must list all sources at the end of your paper on a separate page. This is called a Bibliography (B). (There is a sample Bibliography at the end of this guide.) The sources listed in a Bibliography are placed in alphabetical order by the author’s last name.

3. In the Note (N) the abbreviation Ibid. (in the same place) may be used when citing the same author, two or more times in a row, and the preceding note contains the same bibliographic information as Author, Title of Work, etc. Use Ibid. alone if the citation is the same and the page number remain the same. If the citation following contains the Author, Title and different page numbers use the work Ibid. and the page numbers from the book you are quoting or paraphrasing.

2. Ibid., 97-101.
3. Ibid.
5. Ibid.

In-Text Citation

You must cite sources whenever you use them in the paper. If a source is quoted directly add quotation marks (“xxx xx”) around the words.

After the source is cited, add a superscript number (xxx xx.) at the end of the line where the source is used, and then insert either a footnote (N) at the bottom of the page or an endnote (N) at the end of your paper (not both!). The citation style is exactly the same for a footnote or endnote; only the location is different. See which one your professor wants.

Example (Taken from taken from *A Manual for Writers of Research Papers, Theses, and Dissertations* (349) by Kate L Turabian):

“Scores of newly freed slaves viewed movement as a vital expression of their emancipation,” according to Litwack.
Sample Title Page for a Class Paper

- Front page has no page numbers
- Title is typed in capital letters
- Center title one-third from the top of the page
- If the title has a subheading, place it below the title using a colon (:)
- Center your name, Class Title and Number, and the Date one-third from the bottom of the page

WALKER EVANS, AMERICAN PHOTOGRAPHER:
A CRITICAL REVIEW OF HIS WORK FOR THE FARM SECURITY ADMINISTRATION

Julian Kerczuk
History of Photography 302
September 28, 2013


**BOOKS**

Book titles are italicized.

---

**One Author**


**Two Authors**


**Multiple Authors (four or more)**


**Editor in place of an Author**


**Article, Chapter, Essay, Poem, Short Story etc. in an Edited Book**


**Article in a Reference Work (Dictionaries and Encyclopedias)**

Reference works such as major dictionaries and encyclopedias are cited only in the Notes (N), not in the Bibliography.


s.v. means sub verbo (under the word)

*However,* if the dictionary or encyclopedia used is not well known, cite in the Notes and Bibliography.


Electronic Books

Books Downloaded from a Library or Bookseller

Use the format you would use to cite a print book. At the end of the citation, list the format such as Kindle edition, PDF e-book, Microsoft Reader e-book, Palm e-book. (If the electronic format you are using does not have stable page numbers, use chapter or section numbers.)


Books Consulted Online

Follow the same format you would use for print books. In addition, provide the URL (Internet address) or, if available, the DOI (Digital Object Identifier) at the end of the citation.


PERIODICALS

Journal Article
Cite as a print journal and include the DOI (Digital Object Identifier) or URL (Uniform Resource Locator) at the end of the citation. Include the volume and issue number when citing journals.

Database/Online

Print

Database/Online

Print
**Newspaper Article**

Page numbers are usually omitted. Include the edition if available. Include the URL at the end of the citation if an online newspaper is used as the source.

Newspapers are usually cited in-text or in Notes rather than in bibliographies.

**Database/Online**


**Print**


WORLD WIDE WEB

Include as much information as you can find. If there is no author give the name of the owner or sponsor of the site and the URL. Place the information in the following order:

N: Author (First Name, Last Name), “Title of the Document,” Name of Website, Publication Date or Access Date if Publication Date not available, URL.


B: Author (Last, Name, First Name). “Title of the Document.” Name of the Website, Publication or Access Date if Publication Date not available. URL.


VISUAL SOURCES
Paintings, Sculptures, Photographs and other Artworks

Cite visual sources only in Footnotes or Endnotes (N). Italicize the titles of paintings and sculptures. Place photographs in quotation marks. Include the following information:

Name of the Artist, Title of the Artwork, Date of Creation (preceded with ca. [circa] if the date is approximate), Name of the Institution (where the work is located), Location.

Painting

Sculpture

Photograph
SOUND RECORDINGS

In the following order include:

Title of the recording (or the Name of the Composer or Performer), Name of the Recording Company, Identifying Number of the Recording, Medium (e.g. CD for compact discs), Copyright or Production Date.


UNPUBLISHED INTERVIEWS AND PERSONAL COMMUNICATIONS

Interviews should be cited in the Notes (N) only. The order of information should be:

Name of the Person Interviewed, Name of the Interviewer, Place and Date of Interview.

**ONLINE VIDEOS (YouTube, etc.)**

In the following order include:

Title of Video.” Source Type, Length of Video, Include Information about Original Performance or Source, Date (if not available, include date when material was last accessed), url.


In Text: (“Quickstep Lesson for Beginners” 2010)

**TWITTER**

In the following order include:

Author’s Real Name, Date, Time and Twitter url.


SAMPLE OF AN ENDNOTES PAGE

Endnotes


Bibliography


